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24 February 1972

MEMORANDUM FOR THE RECORD

SUBJECT: Building Planning Staff Workload

The review of the Building Planning Staff workload indicates the following items require attention:

a. Development of project concepts.

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b. Sort out the deficiencies, if any, in the present master plan, augmentation where required, and obtain concurrence of the D/L for the items we think should go forward to NCPC. We have learned informally Mr. Hromanik of NCPC will be available for informal discussions concerning the master plan and how it should be submitted. I also plan to discuss the composition of the Plan with the Professional Services Branch at GSA.

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c. Specific items Project in order to commit funds available in FY 1972, it will be necessary to gear up consultants, have conferences, define scopes, etc. Consultations must be held with EPA concerning waste recycling. The first meeting will be held with on 13 March. I intend to make contact in the near future with an A&E firm qualified to design a waste recycling system.

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d. Project As indicated in my memo of 9 February, this project requires sufficient action so that the first cut of the study should be ready by late March. The D/L has recently reiterated this requirement.

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Chief, Building Planning Staff, OL

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